

Introduction to the Civil Rights Data Collection

SY 2013-2014





Who is participating in the CRDC?

- The CRDC is a mandatory data collection, authorized under the statutes and regulations.
- Every school district and all of the nation's public schools are participating in the 2013-14 CRDC. This includes all state-operated facilities for the deaf and blind and all educational programs at juvenile justice agencies.



Who is responsible for reporting the CRDC data?

- It is the Local Education Agency (LEA) Superintendent's responsibility to ensure that the data is submitted and certified by the due dates.
- Superintendent's discretion to decide whom to delegate the responsibility for collecting the information.
- KDE will assist public school districts with 2013-14 reporting.



Why is the CRDC Collected?

- To obtain data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability.



What is the data used for?

- The CRDC is a valuable source of information about access to educational opportunities in our nation's public schools that is used by other department offices as well as policymakers, researchers and many others in the education community.



Collection Phase Activities

- Districts enter/upload and validate their data via the web-based survey tool, and submit their data to the U.S. Department of Education through a Certification process.
- Tasks Include:
 - Submit data via file upload or data entry screens
 - Review data in web-based tool
 - Review and resolve errors and warnings
 - Certify Submission



IMPORTANT NOTE

- This year OCR has allowed states to pre-populate data where possible on behalf of the LEAs.
 - LEAs are responsible for verifying, approving and certifying data within the CRDC .
 - If your school or district chooses not to have KDE pre-populate then then schools and districts will have to “opt –out”.



KY Specific Requirements

- Details of Kentucky collection are available on CRDC webpage
 - <http://education.ky.gov/districts/tech/sis/Pages/KY-CRDC.aspx> listed as [“SY 2013-14 CRDC FFS Element Layout”](#).
- There are data fields that KDE does not collect at the state level that must be entered by schools and districts. These data elements are detailed in the [CRDC FFS Element Layout](#); the two tabs are labeled (1) LEA Needs to Provide and (2) School Needs to Provide.
- Start collecting the required information but please wait for KDE instructions before entering into the CRDC system.



IMPORTANT NOTE

Once the system opens:

1. KDE will provide timeline for districts to “opt-out” of the KDE data load.
2. KDE will then load data and provide districts with a two week validation period. During this two-week period districts that have not opted out should not enter any data into the system.
3. After validation period, KDE will reload data if necessary for updates. The file KDE sends to CRDC will overlay any entered data.
4. After the second KDE data load, districts will be free to enter data and KDE will be finished with the assistance that can be provided by the state.



If You Opt-Out

- School districts that opt-out of the KDE data upload should be collecting all required data for the 13-14 school year. They will be required to enter all required data either on-line or through batch upload in the CRDC web-based tool.
- Districts that do not require the assistance from the state should refer to CRDC resource page <https://crdc.grads360.org/#program> for any help.



Validation Help

- KDE has created a limited number of ad hocs to assist with verification, available as “State Published” ad hocs in Infinite Campus.
- These include: Algebra I, Algebra II, Geometry, Advanced Mathematics, Calculus, Biology, Chemistry , Physics, International Baccalaureate and AP courses.
- Note: LEP, Special Education and Gifted counts should be verified through local coordinators who validated data previously reported to KDE.



Tentative KY CRDC Schedule

The U.S. Office of Civil Rights announced plans to open the Civil Rights Data Collection (CRDC) between Monday, Jan. 26 and Monday, Feb. 2. KDE will begin populating local education agency (LEA) and school data at that time.

Jan. 26 - 28	Districts that want to opt out should go into the system and make their selection.
Jan. 29 – 30	KDE will load data.
Jan. 31 – Feb. 13	Districts review data KDE has loaded in the CRDC on-line system.
Feb. 14 – 20	KDE will reload data if any issues are found. <i>(Note: Districts do have option to opt out after the initial load and before reload.)</i>
Feb. 23 -	Districts should begin entering data.

Mid to late April CRDC is expected to close.

Districts can begin collecting data that can only be provided by the LEA or school. Fields that need to be populated locally are defined in the SY 2013-14 CRDC Element Layout in separate LEA and School tabs on the [KDE CRDC webpage](#). Districts need to verify data loaded by KDE since they are ultimately responsible for the quality of the CRDC data.



CRDC
Civil Rights Data Collection

Preview

File Edit View Favorites Tools Help

Page Safety Tools

CRDC
Civil Rights Data Collection

New unique username & password for each users. **Not** the same as AWS username and password

Email

Password

[Forgot your password?](#)

Welcome to the CRDC Data Entry Tool

Welcome to the CRDC Data Entry Tool. Using this tool, you can enter and revise data for any tables you have permission to edit. Tables you do not have permission to edit will appear grayed-out and you will not be able to enter or change data. Email your CRDC coordinator if there is a problem with your permissions.

Who is Conducting This Survey?

The ED Office for Civil Rights (OCR) is conducting this survey. The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. § 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.

What Is The Purpose Of This Survey?

The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of ED's Office for Civil Rights overall strategy for administering and enforcing the civil rights statutes for which it is responsible. This information is also used by other ED offices as well as policymakers and researchers outside of ED.

Where will your information be reported?

Information reported on this survey becomes available to the public in a privacy protected format. You can see how the previous CRDC data were reported to the public by going to <http://ocrdata.ed.gov>.

Landing Page

Comprehensive
collection of all
resources

Error &
data
reports

Add new users
& manage
permissions



Resources

Reports

Admin

Home

CRDC Notifications

What you need to know to stay on track of your submission:

- School surveys are due by December 15, 2014
- Remember to change module statuses to "Data Entry Completed" when finished entering data

New due date minimum 75 days after opening

Data Entry

Select **School Form Submissions** if you are ready to enter data about schools. The School Form collects data about each of the schools in your LEA.

Select **LEA Form Submissions** if you are ready to enter data about the LEA. The LEA Form collects data about the entire LEA.

Select a LEA



➔ School Form Submissions

➔ LEA Form Submissions

Download Zipped LEA Submissions

OR

File Upload

Select **File Upload** if you want to submit any of your data by uploading a prepared CSV file (Flat File Submissions). You can use the File Upload feature to upload prepared data for all or part of your submission. Your file **MUST** meet the [Flat File Submission Specifications](#).

- 1 The file must be a CSV file
- 2 The school or LEA identifier must be included on each row
- 3 There must be a header row that lists the data element names as defined in the Flat File Submission Specifications

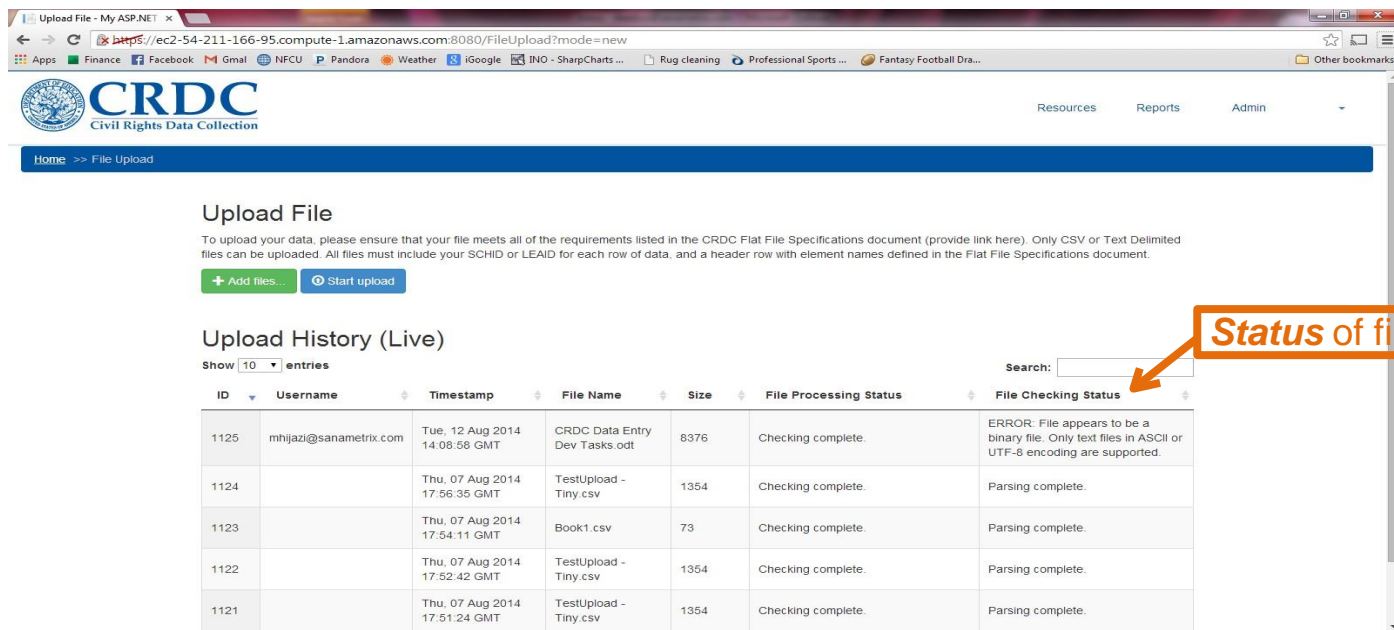
➔ File Upload

Select csv file

Viewable for ED and SEA

**New functionality to
download LEA file**

Flat File Submission



The screenshot shows the CRDC (Civil Rights Data Collection) File Upload interface. At the top, there's a navigation bar with the CRDC logo and links for Resources, Reports, and Admin. Below this is a breadcrumb trail: Home >> File Upload.

Upload File

To upload your data, please ensure that your file meets all of the requirements listed in the CRDC Flat File Specifications document (provide link here). Only CSV or Text Delimited files can be uploaded. All files must include your SCHID or LEAID for each row of data, and a header row with element names defined in the Flat File Specifications document.

[+ Add files...](#) [Start upload](#)

Upload History (Live)

Show entries

Search:

ID	Username	Timestamp	File Name	Size	File Processing Status	File Checking Status
1125	mhijazi@sanamatrix.com	Tue, 12 Aug 2014 14:08:58 GMT	CRDC Data Entry Dev Tasks.odt	8376	Checking complete.	ERROR: File appears to be a binary file. Only text files in ASCII or UTF-8 encoding are supported.
1124		Thu, 07 Aug 2014 17:56:35 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.
1123		Thu, 07 Aug 2014 17:54:11 GMT	Book1.csv	73	Checking complete.	Parsing complete.
1122		Thu, 07 Aug 2014 17:52:42 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.
1121		Thu, 07 Aug 2014 17:51:24 GMT	TestUpload - Tiny.csv	1354	Checking complete.	Parsing complete.

An orange arrow points from the text "Status of file upload" to the "File Checking Status" column header in the table.

Data Entry: School Sort

The screenshot shows a web browser window with the URL <https://ec2-54-211-166-95.compute-1.amazonaws.com:8081/UserSettings/SchoolOrder>. The browser's address bar and tabs are visible. Below the browser, the CRDC (Civil Rights Data Collection) logo is on the left, and navigation links for Resources, Reports, and Admin are on the right. A blue breadcrumb trail at the top of the page reads: Home >> School Form Submission >> Manage School Order.

Manage School Order

By default, schools appear in alphabetical order for data entry. This tool allows you to change the order of the schools, if desired. You can use the drop-down boxes to sort by School ID, STID, Zip Code or County. You can also click on a specific school and drag it up or down in the list to change its position.

List of School					Save
School Name	School ID	STID	Zip Code	County	
BONNIE BRAE ELEM	245879632	8421	22032	Fairfax County	
FAIRFAX VILLA ELEM	549875234	1452	22030	Fairfax County	
DANIELS RUN ELEM	478952168	2457	22030	Fairfax City	
FAIRVIEW ELEM	124896354	1258	22039	Fairfax County	

Organizes which school appears next when answering one question for multiple schools:

- Name
- NCES/CRDC ID
- State ID
- Zip Code
- County
- User designed order (elementary/high, etc.)

School Status Page

The screenshot shows the CRDC (Civil Rights Data Collection) website. The browser address bar displays the URL: <https://ec2-54-211-166-95.compute-1.amazonaws.com:8081/SCH/School?mode=school>. The page title is "School Form Submission for Wilbert Tucker Woodson High School". Below the title, there is a "Switch School" link. The main content area contains a table of data modules. The table has three columns: "Acronym", "Name", and "Status". The rows list various modules such as "SCHR" (School Characteristics), "PSCH" (Preschool), "ENRL" (Enrollment), "PENR" (Program Enrollment), "COUR" (Courses & Classes), "APIB" (Advanced Placement), "EXAM" (SAT/ACT & Advanced Placement), "STAF" (School & School Support Staff), "SECR" (School Security Staff), and "ABSR" (Chronic Absenteeism & Retention). The status for most modules is "In Progress", while "SCHR" is "Not Started". A "Download School Data" button is located below the table. Annotations with orange boxes and arrows point to the "Download School Data" button and the "Status" column header.

CRDC Civil Rights Data Collection

Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School

School Form Submission for Wilbert Tucker Woodson High School [Switch School](#)

The Data Entry tool is organized by topical modules. Modules are groups of tables about the same topic area. For example, tables about math and science courses and classes form the Courses & Classes module. Each module has a 4-letter module code which is used to number tables within modules. For example, the first table in the Courses & Classes modules is labeled COUR-1.

Select any module to begin data entry or data review for the school listed.

[Download School Data](#)

Acronym	Name	Status
SCHR	School Characteristics	Not Started
PSCH	Preschool	In Progress
ENRL	Enrollment	Data Entry Finished
PENR	Program Enrollment (Gifted & talented, Dual Enrollment, Credit Recovery)	In Progress
COUR	Courses & Classes	In Progress
APIB	Advanced Placement (AP) & International Baccalaureate Diploma Programme (IB) Enrollment	In Progress
EXAM	SAT/ACT & Advanced Placement (AP) Exams	In Progress
STAF	School & School Support Staff	In Progress
SECR	School Security Staff	In Progress
ABSR	Chronic Absenteeism & Retention	In Progress

Download school data file.

Status of data entry (work in progress)

Navigate by
"data
modules"

Module Landing Page

ENRL: Enrollment Status:

Review the module instructions, then select a table for data entry or review.

Tables
ENRL-1: Overall Enrollment
ENRL-2: Enrollment of LEP Students
ENRL-3: Enrollment of Students with Disabilities

Module Instructions

DATES
Report data from the 2013-14 school year. For most tables, the data reported should be based on a "Fall snapshot" of data from a single day between September 27 and December 31, 2013 inclusive. LEA's may choose any date within this time period. All data should be reported using the same Fall snapshot date, except:

The count of students with disabilities (IDEA) may be based either on the Fall snapshot date OR on the district's IDEA child count date.

SPECIAL INSTRUCTIONS
Students must be counted in the school where they actually physically attended for more than 50% of the school day. If a student attended two schools, each for exactly 50% of his or her school day, then count that student at their "home" or "primary" school, rather than at the school of a special program, such as a vocational program.

For distance education schools or virtual schools, students must be counted in the school from which they received more than 50% of their coursework.

KEY DEFINITIONS (click to read)

- Limited English Proficient (LEP or English Language Learner)
- Students with Disabilities (IDEA)
- Students with Disabilities (Section 504 only)

Select a specific table.

General Instructions that apply to all tables/questions in "data module"

Data Entry Screen

Review errors and warnings for this table.

Switch between school mode and table mode navigation.



Home >> School Navigation >> Virginia >> Fairfax County Public Schools >> Wilbert Tucker Woodson High School >> ENRL-Enrollment >> ENRL-1

ENRL-1: Overall Student Enrollment

"Data request"

Review Data

Switch to Table Mode



Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total
Males enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Students enrolled at this school	0	0	0	0	0	0	0	0

Auto-totals by race, gender, and grand total.

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Expandable Q&A's specific to this question.

Navigation



[Home](#) >> [School Navigation](#) >> [Virginia](#) >> [Fairfax County Public Schools](#)

ENRL-1: Overall Student Enrollment

Confirm Navigation

Would you like to review the data for errors and warnings, or do you want to leave the page?

Are you sure you want to leave this page?

[Leave this Page](#)

[Stay on this Page](#)

[Resources](#)

[Reports](#)

[Admin](#)

[Enrollment](#) >> [ENRL-1](#)

[Switch to Table Mode](#)

[Previous School](#) [School Navigation](#) [Next School](#)

[Review Data](#) 35

Important: Students must be counted in the school where they physically attend for more than 50% of the school day.

LEGEND: ✖ Errors ⚠ Warnings

Enter overall student enrollment on the Fall 2013 snapshot date. Enter the number of students who were enrolled in preschool and grades K-12 (or the ungraded equivalent).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total
Males enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Females enrolled at this school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Students enrolled at this school	0	0	0	0	0	0	0	0

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Onscreen errors and warnings.

Table Error Report

Download in excel.

Home >> School Navigation >> Virginia >> Fairfax

ENRL-1: Overall Student Enrollment

Important: Students must be counted in the school where they were enrolled in preschool and grades K-12.

LEGEND: ● Errors ▲ Warnings

Enter overall student enrollment on the following table. Students who were enrolled in preschool and grades K-12 should be counted in the school where they were enrolled.

	Hispanic	Amer. Indian / Alaska Native	Asian
Males enrolled at this school	<input type="text"/>	0	NA
Females enrolled at this school	<input type="text"/>	0	NA
Total Students enrolled at this school	0	0	0

Error and Warning Summary for Overall Student Enrollment

Download

General LEP 504 IDEA

- + Table-level Check of Data Entered - Native Hawaiian or Other Pacific Islander Error
- + Table-level Check of Data Entered - Females Error
- + Table-level Check of Data Entered - Two or More Races Error
- + Table-level Check of Data Entered - Black or African American Error
- + Table-level Check of Data Entered - Males Error
- + Comparison Check of CCD Data with School Enrollment Data Error
- + Table-level Check of Data Entered - American Indian or Alaska Native Error
- + Table-level Check Range of Values Entered - Maximum Limit Error
- + Comparison Check of CCD Data with School Enrollment Data Error
- + Table-level Check Range of Values Entered - Greater than Zero Error
- + Table-level Check of Data Entered - White Error

Additional Information

Any students who attended two schools?

If a student attended two schools, each for 50% of his or her school day, count that student at their "primary" or "home" school, rather than at the school of a special program, such as a vocational program.

Any students who attended distance education schools?

Decimal Data

Browser tabs: AllQuestions | https://ec2-54-211-166-95... | https://ec2-54-211-166-95.compute-1.amazonaws.com:8081/SCH/School/Question?formId=ST0000000&questionId=STAF_STAF_1

Navigation: Home >> School Navigation >> Virginia >> Fairfax County >> Fairfax High School >> STAF >> STAF-1

Buttons: Review Data | Switch to Table Mode | Previous School | School Navigation | Next School

Important:

- Include teachers regardless of how they were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- Teachers working towards certification by way of alternative routes, or teachers with an emergency, temporary, or provisional credential are not considered to have met state requirements.

Enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) on the Fall 2013 snapshot date overall and by their certification status.

	FTE
TOTAL number of full-time equivalent (FTE) teachers:	<input type="text"/> <input type="text"/>
Number of FTE teachers who were certified:	<input type="text"/> <input type="text"/>
Number of FTE teachers who were not certified:	<input type="text"/> <input type="text"/>

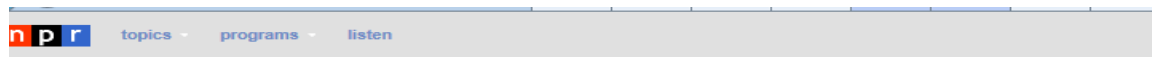
Additional Information

Tenths and hundreds place pre-filled with zero's

Windows Taskbar: 12:11 PM 8/22/2014

Statement by U.S. Secretary of Education Arne Duncan on the 50th Anniversary of the Civil Rights Act of 1964

JULY 2, 2014



NEWS & RECORD

JULY 15, 2014

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Answer Sheet

5 striking facts from new civil rights education data

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National Data Confirm Cases Of Restraint And Seclusion In Public Schools

by JOSEPH SHAPIRO



The Civil Rights Project

Proyecto Derechos Civiles

Renewing the civil rights movement by bridging the worlds of ideas and action

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THE NEXT AMERICA | PERSPECTIVES / OPINION

STEM Education Is a Civil-Rights Issue

Advocating for equal access to STEM education isn't merely a new feel-good fad.

Sign In

Black Students Face More Discipline, Data Suggests

Story: When good expulsion data goes bad

EdWeek Jan
10, 2013

State superintendent
gets a surprise
embargo notice

Photos are screenshot from public website.

July 22, 2014

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QUALITY COUNTS 2013

CODE OF CONDUCT

Safety, Discipline, and School Climate

Published Online: January 4, 2013
Published in Print: January 10, 2013, as *Suspension, Expulsion Data Cast Some in Harsh Light*

Suspension, Expulsion Data Cast Harsh Light on Some Schools

By Nirvi Shah and Michele McNeil

An *Education Week* analysis of data collected by the U.S. Department of Education illustrates the wide variation in how schools use out-of-school suspension and expulsion to discipline students. It also calls into question the validity of the data for some schools.

For the 2009-10 school year, the Education Department's office for civil rights collected data for more than 72,000 schools and nearly 7,000 school districts about school discipline practices, along with information on a variety of other data points, including students' access to advanced courses, student retention, and teacher salaries and attendance rates.

Education Week found that at some schools, the proportion of students suspended out of school or expelled was 100 percent or very close to that. The analysis, which looked specifically at data submitted by schools with 300 students or more—**69 percent of schools nationwide have an enrollment of that size**, according to the National Center for Education Statistics

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EDUCATION WEEK EVENTS

Story: When good expulsion data goes bad

District reported a 96% expulsion rate at their high school, a certain error
Causes?

- Decimal in the wrong place!

20 SCHOOLS WITH THE HIGHEST EXPULSION RATE

STATE	DISTRICT	SCHOOL	ENROLLMENT	NUMBER EXPELLED	% EXPELLED
WI	MAPLE	NORTHWESTERN HIGH***	395	380	96.2%
NC	MADISON COUNTY	MADISON MIDDLE	475	365	76.8%
WA	PIONEER	PIONEER INTERMEDIATE/MIDDLE	330	250	75.8%
TX	LAMPASAS	LAMPASAS MIDDLE***	690	425	61.6%
MS	NOXUBEE COUNTY	B F LIDDELL MIDDLE	425	230	54.1%
TN	MEMPHIS	WESTSIDE MIDDLE**	340	175	51.5%
AL	HOUSTON	REHOBETH HIGH	630	295	46.8%
TN	MEMPHIS	NORTHSIDE HIGH	475	185	38.9%
AZ	MARICOPA UNIFIED	DESERT WIND MIDDLE	595	220	37.0%



CRDC
Civil Rights Data Collection

CRDC Support

2013-14 Civil Rights Data Submission System is currently scheduled to open between

January 26 and February 2, 2015

CRDC Partner Support Center:

(844) 338-2732 or CRDC@SANAMETRIX.COM

KDE Contact:

Jessi Carlton

(502) 564-2020 or 800-884-1754

Extension 2468

Jessica.Carlton@education.ky.gov

